

## **Guide to the UZH course**

### **The Art and Science of Negotiations**

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## Table of Contents

Foreword .....	2
1. Background Information on the Course 'The Art and Science of Negotiations' .....	2
2. Course Assessment.....	4
Formatting of your course papers .....	5
3. Sharing of experiences in your working group .....	6
4. Negotiator's Journal .....	6
5. Writing a negotiation paper .....	7
6. Further sources of information on the Olat course page .....	8
7. Some feedback from previous course participants .....	8

## Foreword

This document gives an overview of the most important aspects of the course and, in particular, the tasks to be completed during the course.

It also contains the assessment criteria for the course as well as references to further sources of information.

Therefore, **this brochure is a ‘must-read’ for all course participants.**

## 1. Background Information on the Course ‘The Art and Science of Negotiations’

Being able to negotiate effectively is crucial in any profession. Negotiation skills are important in all life situations. For example, in order to get a job contract, assessment exercises usually require candidates to participate in a group negotiation exercise as one of the tasks.

The negotiation process is a comprehensive strategy for resolving conflicts of interest in a sustainable way. It is based on skills that are not innate, but can be acquired and improved through intensive and practical study.

The course "The Art and Science of Negotiations" has been offered at the UZH since the autumn semester of 2021. It will introduce you to some of the key aspects of negotiation theory and practice. It is an interactive 'learning-by-doing' course that focuses on the basic skills of negotiation. It can change participants' perspectives on how negotiations should be planned, structured and conducted in order to be successful. The course includes negotiation theory and concepts as well as extensive preparatory reading, combined with role-playing exercises and mock negotiations, case analysis, class discussions and self-assessment tools. The course is designed for those who are keen to learn and reflect on how to resolve conflicts of interest in a sustainable way - even under time pressure; who are interested in applying what they have learned in exercises in class and in daily practice; and who are willing to actively participate in all modules of the course.

### Course objectives

The course aims to form and enhance participants' awareness about the negotiation process, including the influence of human interests, goals, perceptions, and emotions. Moreover, it provides concepts and tools for addressing negotiations, and enables participants to develop skills in diagnosing and managing negotiations from different contexts. Finally, participants will learn how to negotiate under pressure. They will also learn to critically question themselves and their performance. Overall, it aims at developing participants' skills and confidence as a negotiator.

Note: The first thing I want you to do in this course is to act practically. Of course, some of you will make "mistakes" because you haven't learned the theory yet. But this gives you the opportunity to step out of your comfort zone and learn intuitively. So the chance of really learning something is much higher than if we first discussed the theory and then applied it.

## Participation

The course is open for master, doctoral or post-graduate Mono 90 or Minor 30 students (including ERASMUS students) at the UZH Law Faculty, who are eager to achieve the course objectives and to go the extra mile until the end of the course.

Note: This course will take place as traditional classroom course only (there is no online teaching). It involves practical training methods by which learning becomes more sustainable. Therefore **participants must**

1. **organize themselves in such a way that they can follow the entire program, i.e. be fully present on all course days;**
2. **comply with the Corona measures in force and protect the health of themselves and all course participants at all times.**

Finally, **the module can only be booked before 27 August 2024.**

Prerequisite for admission is the submission of a short (maximum one page long) motivation letter (in English) when placing the request for participation. The letter should explain

1. your background (esp. name, nationality, home university, field of study, and negotiation experience), and
2. what your goal(s) of attending the course are and where/how/when you plan to realize these goals. The motivation letter should be directly uploaded during the request period when placing the request.

Places are assigned during the allocation period. The admitted participants are informed promptly. Students without assignment are placed on a waiting list. Cancellation of participation is only possible until 15 September 2024. Participants who could not be considered in the first place will be informed immediately if there is a possibility to move up. This procedure is intended to ensure that only students with an admission will participate on the first day of the course.

Finally, **please be aware of the fact that the grade you will receive for unexcused non-appearance as well as for each paper which you do not hand in or which you hand in late is 1.0.**

## How many ECTS points is the course worth?

This course is worth 6 ECTS to students from the University of Zurich pursuing their Master (Mono or Minor) studies at the Faculty of Law. Students inscribed on other programs or at other faculties may be subject to different conditions. They are advised to individually clarify their case with their deanery before the start of the course.

## 2. Course Assessment

Participants of the course 'The Art and Science of Negotiations' are expected to visit all courses (with no exceptions), prepare adequately for each session, and complete all homework tasks (there will be readings assigned throughout the course on specific topics of negotiations). They must also fulfil the compulsory tasks, which will be used to judge their performance.

The **grades are based upon three different assessments:**

1. A **negotiator's journal** written in English during the course, **with at least five entries of 2-3 pages per entry**. You should write

- one entry after course day 1,
- two entries after course days 2 and 3,
- one entry after course days 4 and 5, and,
- the final entry after the last course day.

The **deadline** for submitting your negotiator's journal electronically (as a word document) to [yvonne.buehler@ipi.ch](mailto:yvonne.buehler@ipi.ch) (cc [felix.addor@uzh.ch](mailto:felix.addor@uzh.ch)) expires on **8 December 2024, 24:00** (value = 33% of the final grade). For more details, see chapter 4 below.

2. A **brief written group paper of 6 pages** (plus cover page and appendices) **detailed your role and objectives for the final negotiation simulation on course day 7**. The individual roles as well as requirements for this assessment will be handed out at the end of course day 5 during the introduction to the case study. The paper will need to be handed in electronically (as a word document) to [yvonne.buehler@ipi.ch](mailto:yvonne.buehler@ipi.ch) (cc [felix.addor@uzh.ch](mailto:felix.addor@uzh.ch)) no later than **27 November 2024, 24:00** (value = 33% of the final grade).

3. Your **overall oral performance** over the entire course and all negotiation and presentation exercises, as well as your in-class presentations (value = 33% of the final grade).

It is **important** to note that

- you never get a second chance to make a first impression. This is particularly important in negotiating situations and therefore in this course, too;
- your written paper and your negotiator's journal need to be handed in at the latest by the **given deadline**. There is no possibility to negotiate a later deadline. **Be aware of the fact that you will receive 1.0 as a grade if you hand in your paper late;**
- both your written paper and your journal should include a relevant title page and the signed UZH statement that the work was written independently and without the aid of AI tools. In addition, both papers should be logically structured, linguistically correct (i.e. without any typos or grammatical errors!), clearly understandable, to the point and well-rounded in terms of content;

- a good paper does not only describe known facts (e.g. what you heard in class or what you read in your books), but gained insights out of the course or your readings and your practical experience. It analyses problems and conflicts, establishes a target state and a way to advance from the current situation to the envisaged one (= personal lesson learnt);
- I will send you comprehensive feedback on your oral and written performance, as well as your final grade and a written confirmation of your successful completion of the course by February 2024. If you have an exceptional and compelling need to receive your final grade before February, please, contact [yvonne.buehler@ipi.ch](mailto:yvonne.buehler@ipi.ch) before the end of October, stating your reasons, to see if an earlier submission date of your grade confirmation is possible.

### **Formatting of your course papers**

All your papers should respect the following standard formatting:

- Font size: 11 pt.
- Line spacing: 1.5.
- Font: Times New Roman, Arial, Calibri or similar standard font.
- Referencing is up to the individual as long as it is complete and consistent throughout the paper (standard models include Oxford; Cambridge and Harvard).
- Please, include a cover page and make sure that you include pagination.
- Finally, don't forget to observe the UZH rules on correct citation and avoidance of plagiarism (which also means refraining from using AI-assisted tools to write the content of the work) and to include an (electronically) signed declaration of authorship at the end of each of your paper; see the UZH Information Sheet on the Treatment of Plagiarism, issued by the UZH's Teaching Committee on 30 April 2007: [https://www.ius.uzh.ch/dam/jcr:00000000-100f-6f7c-ffff-ffff869554ef/LK\\_Plagiarism.pdf](https://www.ius.uzh.ch/dam/jcr:00000000-100f-6f7c-ffff-ffff869554ef/LK_Plagiarism.pdf).

A guidance for writing essays in English: Adrian Leftwich, Writing Essays: Some Guidance, 4<sup>th</sup> Edition, 2004 (this book can be downloaded for free by entering the author and title in your web search engine).

### 3. Sharing of experiences in your working group

**Meet** in person **in your personal working group** (the groups are formed on course day 1) at least **four times during this course**:

1. between course days 1 and 2,
2. between course days 3 and 4,
3. between course days 5 and 6, and,
4. in the week after course day 7.

The **goal** of these meetings is to profit from the experiences and to learn from the different perspectives in a small group ambiance which is, according to the feedback I got from previous courses, both enriching and beneficial for all participants.

The **task** in your working group is to:

- clarify with your colleagues whatever has been unclear for you during class / the course,
- share with each other what experiences in negotiating you made during the last course days: what was remarkable for you? Why? How do you make use of what you have learnt in the last block of the course?, etc.,
- give each other honest direct and personal feedback and tips from your own pool of experiences with negotiations,
- prepare for subsequent course days in the group,
- discuss the tasks you are asked by the teacher to discuss in your working group.

After the working group's meeting, you should briefly reflect (≠describe what happened) on your discussions and your main personal lessons learnt in your journal.

### 4. Negotiator's Journal

*«I realized that this course would be about more than just learning new concepts. It is much more about getting to know oneself better in order to optimize oneself on this basis. In contrast to a normal course, it's not about optimizing my learning strategy, but about optimizing myself.»* (Janick Elsener, course participant 2023, UZH).

Your personal negotiation journal will provide you with an excellent opportunity to reflect on the main ideas you have developed in the course or experienced during the negotiations in and out of class, as well as your personal experiences. You should write at least four entries of 2-3 pages each (typed, see formatting above).

The purpose of your journal is to demonstrate what you have learned in class and from reading the general negotiation book, the various negotiation texts or other relevant texts you have read, and how you have applied this knowledge in practice – not only in the negotiation exercises in the course, but also and especially in discussions and real negotiation situations outside the course (that you have had either in the past or during the course). In other words: Your goal should be to analyze and question so that you

can see when and how your reflections and lessons learned might be of use to you in the future.

In doing so, you should also critically question yourself and your behavior and thus come to a real reflection.

In your journal, you should reflect (not just describe what was said in class) on topics such as

- the specific questions given to you at the end of each course day;
- Your questions about the readings and / or class discussions and your personal views on them and / or the results of your discussion in your personal working group;
- Areas of agreement / disagreement with what you heard or learned in class or from the readings, including your arguments;
- Helpful elements / key takeaways that you picked up during the course: How did they come in? How are they helpful to you and for what purpose? How are you going to put these elements/ideas into practice, or where have you put these elements/ideas into practice in negotiations or discussions outside the course, and with what results?
- Your failures and successes in the negotiations you have had in and out of class, and your critical reflections and concrete personal learnings or out-of-the-box thoughts in this context;
- Any follow-up discussions you had in or outside of your personal working group, including your personal observations of your colleagues (e.g., his/her body language, learning channel, core values, etc.);
- Areas of application of the course concepts to your personal (past or future) personal and professional negotiation situations.

It is not forbidden to include some footnotes with further references, as they make it clear that you have indeed read both the course and additional literature and have skillfully integrated it into your reflections, demonstrating that you understand the issues at hand and know how to apply and extend them.

If you like, you can include background notes, illustrations, or an in-depth discussion of a practical negotiation in an appendix. Note, however, that you don't have to write about everything. Ultimately, it's up to you to decide what to reflect on in your journal, as long as it serves the purpose of your journal (see above). That's what makes your journal unique.

## 5. Writing a negotiation paper

In addition, you will have to write a brief written group paper detailing the participant's role and objectives for the final negotiation simulation of course day 7.

The individual roles in the final negotiation as well as all requirements for this assessment will be handed out at the end of course day 5 during the introduction to the case study.



The paper will need to be handed in electronically (as a word document) to yvonne.buehler@ipi.ch (cc felix.addor@uzh.ch) no later than 27 November 2024, 24:00 (value = 33% of the final grade).

**Task:**

Total: 6 pages (plus cover page, possible appendices and the official statement of authorship).

## 6. Further sources of information on the Olat course page

The **treasure trove of further information** contains some additional interesting information regarding the field of negotiation.

You can find it on the general OLAT course page. The treasure trove contains some selected documents and links to websites which are – in my view – interesting from a negotiation point of view. No liability is assumed for the content, accuracy, completeness or timeliness. In special areas, further literature is listed.

**You are kindly asked to report any – in your view – interesting information and new link** or links which no longer function to yvonne.buehler@ipi.ch. Many thanks!

## 7. Some feedback from previous course participants

*«I think what reality separates this course from the conventional one's is the extent of active participation and the active discussion between the professor and the students. This reality encourage the students to make statements, to be challenger, to get out of the comfort zone and to apply what has been learned.»* (Luca Schärer)

*«It was a course that was completely different from an other course I have taken so far in my university career. It was provoking, out of the ordinary and possibly the most relevant university course in preparing us for the life 'out there'.»* (Carina Waser)

*«If I would do the course again, I would have paid more in depth attention to all the literature provided in the course site. Specifically, I would read each article or text and try to really think how using this information could improve my performance in the practical cases.»* (Adele Tanhuanpää)

*«If I did the course again, I would write down my notes by hand. I usually do well with computer notes, but in this course I recommend to take analog notes.»* (Anaïs Hefti)

*«If i did the course again, I would ensure to have more possibilities to negotiate besides the course days.»* (Alexander Michael Scott)

*«The impact of the two colleagues from my working group has been greater than I could have anticipated. I found the meetings to be so interesting and valuable. I think that my course mate's contributions in class and their opinions and questions were as important an beneficial to me as were the course materials.»* (Melanja Mattig)